

Security Information

# BACKGROUND

## 1. Project Review Committee.

On 19 December 1951, the Project Review Committee approved Project No. OCD-137-52 for the improvement of CIA Library facilities, including "microfilming of all significant incoming intelligence documents." The AD/CD had outlined in a memorandum to the Comptroller details of the projects covered by OCD-137-52 above in which the AD/RR, AD/PC, AD/SI, AD/IC, AD/CI had concurred. The proposal stated; "The microfilm will be available at all times for viewing purposes and for reproduction in those cases when the requester requires a retention copy". Requirements were estimated as \$16,700 for purchase of two cameras, one film processor, and one ozaphane film duplicator; \$40,225 annual cost for personnel; and \$21,360 annual cost of supplies -- a total first-year expenditure of \$78,985, and annual expenditures thereafter of \$62,285.00.

## 2. Negotiations to implement the microfilming project.

- a. Preliminary planning between OCD and Administrative Services during 1951 had been predicted upon the assumption that (i) Administrative Services (now Office of General Services) would provide administrative supervision of the microfilming operations which would be located in OCD, would develop two film copies at the Reproduction Plant within twenty-four hours, would produce photostat copies of original documents at the Reproduction Plant within twenty-four hours as needed to fulfill initial dissemination requirements, and would produce photographic prints upon request of research analysts; and (ii) OCD would provide functional supervision of microfilming, inspection of developed film, and maintenance of files, validation of requests for prints, searching of files and related reference services.
- b. Action to implement the project was not taken until Fiscal Year 1953 due to a personnel ceiling in OCD which prevented recruitment of personnel in FY 1952. On 6 September 1952, the Comptroller advised the AD/CD that funds allocated to this project in FY 1952 could be used in FY 1953 for the procurement of initial equipment and supplies making the total amount of \$38,060 available in FY 1953 for this purpose.
- c. On 16 October 1952 OCD advised the Chief, General Services that OCD would microfilm all documents, develop the film on the spot, inspect the film, ask General Services to make two ozaphane (positive film) copies of each reel, file the master reel in OCD, insert microfilm in film sort cards, upon request withdraw film sort cards for viewing and/or reproduction of prints. OCD had a project in the develop-

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mental stage at that time which would be designed to produce enlargements on paper from microfilm without the use of conventional printing processes and chemicals.

- d. On 13 April 1953 the Chief, General Services advised the Executive/OCD that General Services had under consideration the proposed procedures, personnel and equipment requirements for microfilming incoming materials. He further stated "it is understood and agreed that OCD funds are available for the following reproduction personnel and equipment.

Personnel

1 Supervisor  
1 Clerk  
2 Micro-photographers  
2 photo-finishers  
2 film processors

Equipment

2 Model D Recordak Cameras  
2 Photostat Stabilizer units  
3 Diebold Processors

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- e. On 26 August 1953 the Acting Chief, General Services, suggested by memorandum to the Acting DD/A that the Comptroller require OCD to submit a project amendment to cover cost of reproduction facilities. This memorandum raised questions as to the intent of the original PRC approval, the possibility of an increase in unit files in the Agency, the expense of reproducing extra copies of documents, and possible savings of filing personnel and equipment in OCD.
- f. Early in September 1953, the Acting DD/A requested that the Organization and Methods Service review the entire problem and make appropriate recommendations.

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